

CHAPTER 8

ADMINISTRATION

As the saying goes, "No job is complete until the paperwork is done." This holds true for the ABF. Additionally, often you need more information before you can even start a task.

There is no way you can remember every specification, instruction, rule, or requirement. The further you advance, the more you are required to know. The key to not being overwhelmed by this required knowledge is to learn as much as you can, *but always know where to get the information you need.*

This chapter will cover technical/maintenance manuals, instructions, reports, and logs. We will discuss their purposes, how they are kept current, and where they are found.

TECHNICAL LIBRARY

A technical publications library serves two important functions. First, it provides a central source of up-to-date information for the use of all personnel in the performance of their work. Second, it is an excellent source of reference information to help in the training of personnel. To perform these functions properly, the library must contain at least one copy of all publications affecting the equipment the division is responsible for.

Typically, the technical library is located in the division office or maintenance office. Management of the library should be assigned to a senior individual who will ensure that all required publications are on board and that all updates and changes are made to the affected publications.

Often, individual workcenters will keep the publications normally used by the workcenter. This is acceptable. However, the technical library manager should maintain a list of all publications held in a workcenter so that those manuals also will receive updates and changes when required. A technical manual used to rebuild a pump is worthless if updated changes are not made and entered on the Record of Changes.

TECHNICAL/MAINTENANCE MANUALS

Technical/Maintenance Manuals are the sources of information for guiding naval personnel in the operation and maintenance of all equipment within the Naval Establishment. The manuals are divided into two major types: operational and maintenance.

Operational manuals are publications and other forms of documentation that contain a description of systems and instructions for their effective use. An example of an operational manual is the *Aircraft Refueling NATOPS Manual*, NAVAIR 00-80T-109 (fig. 8-1).

Maintenance manuals are documents containing a description of individual systems for the purpose of

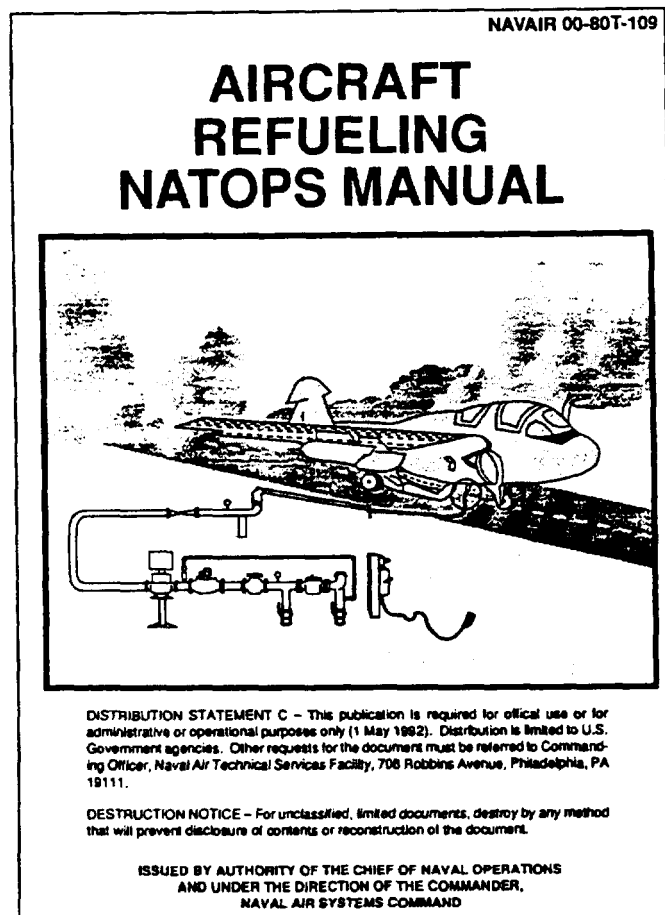


Figure 8-1.—Aircraft Refueling NATOPS Manual.

maintenance and repair. An example of a maintenance manual is the *Technical Manual for Description, Operation, and Maintenance of the JP-5 Jet Fuel Centrifugal Purifier*, NAVSEA S9542-AB-MMO-010 (fig. 8-2).

By proper use of these publications, all equipment can be operated and maintained in the same efficient manner throughout the Navy.

Technical/Maintenance manuals do not contain detailed descriptions or procedures concerning preventive maintenance, since this information is contained on maintenance requirement cards (MRCs). For information on the 3-M System, consult OPNAV-INST 4790.4 (series), *Ship's Maintenance Material Management Manual*.

Technical/Maintenance Manuals do contain the following:

- A description of the equipment
- The theory of operation

- Troubleshooting techniques
- Corrective maintenance information
- Specific safety requirements
- Parts breakdown and numbers
- Sketches, diagrams, and schematics
- Operating and design limits

Senior petty officers must be able to interpret technical publications and to supervise their use. The senior ABF also must know how to obtain technical publications and how to keep them up-to-date.

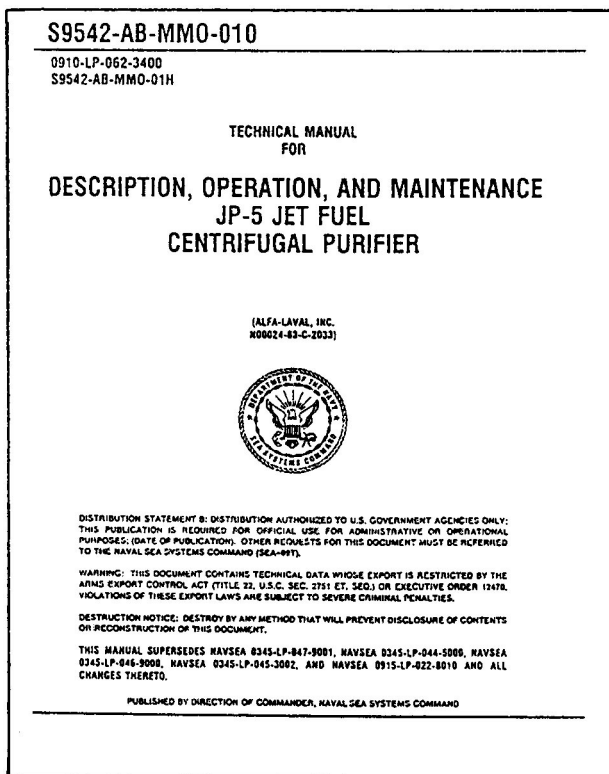
Many technical publications issued by the Naval Air Systems Command are of interest to the ABF. The General Information and Servicing section of the Maintenance Instructions Manual for each type of aircraft covers the required procedures for refueling the aircraft. Mobile refuelers and aircraft-handling equipment are covered by other Naval Air Systems Command publications.

Technical publications issued by the Naval Sea Systems Command cover most of the shipboard equipment used by the ABF. The fuel system for each ship is covered in a Ship's Information Book (SIB). The SIB for the ship to which the ABF is attached should be studied thoroughly. Also, each major component is covered by a Technical/Maintenance Manual issued by the Naval Sea Systems Command.

INSTRUCTIONS AND NOTICES

The Navy Directives System is used throughout the Navy for the issuance of nontechnical directive-type releases. These directives establish policy, organization, methods, or procedures. They require action to be taken or contain information affecting operations or administration. This system provides a uniform plan for issuing and maintaining directives. Conformance to the system is required of all bureaus, offices, activities, and commands of the Navy. Instructions and Notices are the two types of authorized releases.

Information pertaining to action of a continuing nature is contained in "Instructions." An Instruction has permanent reference value and is effective until the originator supersedes or cancels it. "Notices" contain information pertaining to action of a one-time nature. A Notice does not have permanent reference value and contains provisions for its own cancellation.



**Figure 8-2.—JP-5 Centrifugal Purifier
Technical Manual.**

For identification and accurate filing, all directives can be recognized by the originator's abbreviation, the type of release (whether an Instruction or a Notice), a subject classification number, and in the case of Instructions only, a consecutive number. Because of their temporary nature, Notices are not assigned consecutive numbers. This information is assigned by the originator and is placed on each page of the directive.

Don't let the word instruction fool you. It may sound like something clerical, but instructions and notices provide us with a tremendous amount of information, and some instructions can be quite large, such as the previously mentioned OPNAVINST 4790.4 (series), *Ships' 3-M Manual* (fig. 8-3).

MAINTAINING AN ALLOWANCE OF PUBLICATIONS

There are four mandatory requirements to be met in maintaining an allowance of publications (technical and otherwise). These requirements are the following:

- The prescribed publications be on board

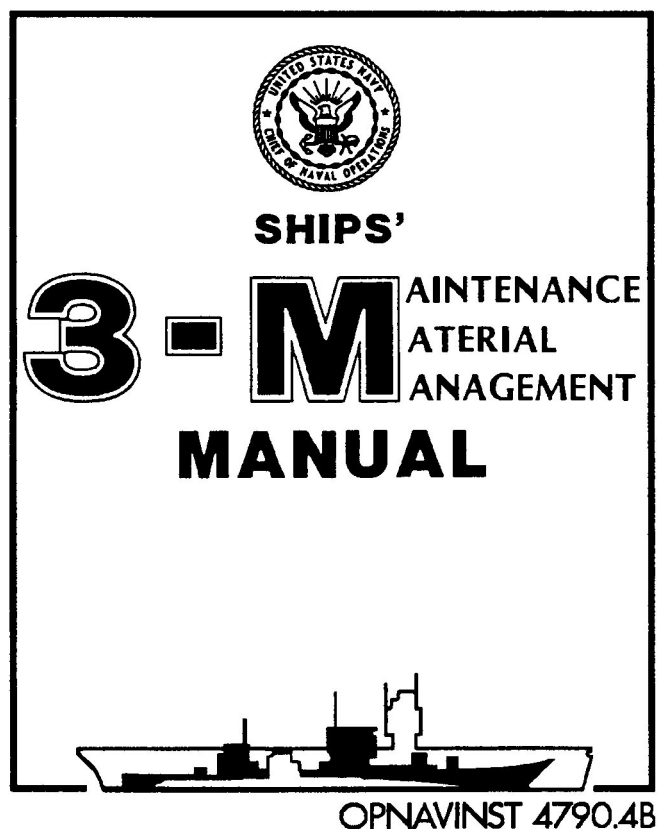


Figure 8-3.—Ships' 3-M Manual.

- The publications be maintained up to date
- The publications be ready for immediate use
- Applicable security provisions be observed

The primary index used to order all Navy technical manuals and forms is the *Navy Stock List of Publications and Forms*, NAVPUBFORMCEN Pub. 2002.

MAKING CHANGES TO PUBLICATIONS

Most changes to publications are issued in the form of loose-leaf pages, pen-and-ink changes, or complete revisions. When changes are issued in numbered pages, the old page with the corresponding number is removed and the new replacement page inserted in its place. Specific instructions are normally given with each change on the method to be used in incorporating the change. Changes should be made immediately upon receipt.

A checklist of pages, which are to remain in the publication after the changes have been incorporated, is provided with changes issued for some publications. This checklist should be compared to pages remaining in the publication to ensure they agree. Extra pages are removed and missing pages ordered to bring the publication up-to-date. Obsolete pages removed should be disposed of in accordance with applicable regulations.

When pen-and-ink changes are made, the change number and date should be entered with each change for future reference. Sometimes it is convenient to cut out pen-and-ink changes and insert them in their proper place in a publication by fastening them with transparent tape or glue.

A record sheet is maintained in the front of each publication, indicating the date and number of each change incorporated and the name or initials of the person completing the change. This procedure makes it simple to check if the publication is up-to-date.

EQUIPMENT RECORDS AND REPORTS

Maintaining records and reports is one of the major responsibilities of the senior ABF. All records and reports must be accurate, up-to-date, and according to established standards.

Work and Maintenance Logs

In the work (or operational) logs, hours of operation and operating pressures should be recorded. This information will be very useful in keeping current the

The maintenance logbook should contain all work performed on the aviation fuels systems by the repair crews. It should be recorded in a day-to-day order.

- Fuels security watch log.
- Filter sample/pressure drop log (fig. 8-4).
- Quality surveillance sample log.
- Equipment running logs (fig. 8-5). Each piece of equipment should have its own log, such as service pump #2. transfer pump #1, purifier #3.
- Stripping logs.

Checklists

tailored to fit specific equipment or operations and can cover everything from a pre-operational check on a fuel truck to inspecting the entire fuel system after an underway replenishment.

The advantage of using a checklist is obvious. With the items to be inspected written, you are less likely to miss a step or procedure. If you use checklists, make sure all PMS requirements are met.

Aircraft Checker Reports

The most accurate way of computing the amount of fuel issued to a particular aircraft is with the use of the aircraft's fuel gages. At the time of arrestment, by subtracting the fuel load from the total capacity of the aircraft's fuel tanks, you can determine how much fuel is needed to top off the tanks. The aircraft's fuel gages are calibrated in pounds of fuel, and a conversion must be made to convert the pounds of fuel issued to gallons.

Fuel checkers are assigned the duty of keeping an account of all fuels issued to or taken from an aircraft.

Checker cards are useful for this purpose. These cards (or sheets) should have places for the date and the checker's name at the top. There should be spaces

Figure 8-4.—Example of a fuel sample/pressure drop log.

on board. It is normally signed by the V-4 division officer and submitted to each of the following officers:

- Commanding officer
- Air officer
- Engineering officer
- Operations officer
- Officer of the deck
- Supply officer

CASUALTY REPORTING

The casualty report (CASREP) has been designed to support the Chief of Naval Operations (CNO) and fleet commanders in the management of assigned forces. The effective use and support of Navy forces require an up-to-date, accurate operational status for each unit. An important part of operational status is casualty information. The reporting of casualties results in operational commanders and support personnel being advised of the status of significant equipment malfunctions that could result in the degradation of a unit's readiness. The CASREP also reports the unit's need for technical assistance and/or replacement parts to correct the casualty.

A *casualty* is defined as an equipment malfunction or deficiency that cannot be corrected within 48 hours that

- reduces the unit's ability to perform a primary mission, or
- reduces the unit's ability to perform a secondary mission, or
- reduces a training command's ability to perform its mission, or a significant segment of its mission, and cannot be corrected or adequately accommodated by rescheduling or double-shifting lessons or classes.

The CASREP system contains four types of reports: initial, update, correct, and cancel. These reports are described in general in the following paragraphs. For more complete information on preparation and submission of the reports, see *Operational Reports*. NWP 10-1-10. (Formerly NWP 7, Revision A.)

Initial Casualty Report (Initial)

An Initial casualty report identifies the status of the casualty and any parts and/or assistance that is needed. Operational and staff authorities use this information to set priorities for the use of resources.

Update Casualty Report (Update)

An Update casualty report contains information similar to that submitted in the Initial report and/or submits changes to previously submitted information.

Correction Casualty Report (Correct)

A unit submits a correction Correct casualty report when equipment that has been the subject of casualty reporting is repaired and back in operational condition.

Cancellation Casualty Report (Cancel)

A unit submits a cancellation Cancel casualty report when equipment that has been the subject of casualty reporting is scheduled to be repaired during an overhaul or other scheduled availability. Outstanding casualties that will not be repaired during such availability will not be canceled, and will be subject to normal follow-up casualty reporting procedures as specified.

SURVEYS

The purpose of surveys is to determine the reasons and/or responsibilities for the loss, damage, or destruction of Government material and to determine the actual loss to the U.S. Government. Immediately upon the discovery of the loss, damage, or destruction of Government material, a preliminary investigation is conducted. The investigation is conducted to determine if there is evidence of negligence, willful misconduct, or deliberate unauthorized use. This preliminary investigation is conducted by the department head or division officer (or equivalent) responsible for the material. When circumstances warrant, such as an indication of criminal action or gross negligence, the CO or OIC may appoint a surveying officer or a survey board to investigate the situation further. However, individuals who are accountable or

responsible for the material in question may not be appointed as a surveying officer.

An investigation or a review must determine what caused the loss, damage, or destruction of the material being surveyed. The facts surrounding the incident must be thoroughly and quickly investigated to determine the cause. However, the investigation or review should not be limited to the verification of statements from individuals. The investigation should be broad enough to ensure that the interests of the Government, as well as the rights of the individual(s) and the Navy activity, are fully protected. A review is required to prove or refute statements from individuals and to place the responsibility where it belongs.

Research action is not required when the CO or OIC believes that negligence was not involved in the loss, damage, or destruction of Government property. When, for reasons known to the CO or OIC, negligence or responsibility cannot be determined and for those reasons research would be an unnecessary administrative burden, research action is not required. Research action is not usually required when an individual accepts responsibility for the loss, damage, or

destruction of property and voluntarily offers to reimburse the Government for the material.

There are many situations that may require a survey, but the ABF is concerned mainly with bulk petroleum products. If a loss exceeds stated allowances (for example, MOGAS – one half of one percent; JP-5 – one quarter of one percent), a survey is required. If the cause of the loss is unresolved, a DD Form 200, Report of Survey, will be initiated.

More detailed information is available in NAVSUP Pub. 485, *Afloat Supply Procedures*.

SUMMARY

There is no possible way every instruction or manual you will be required to use can be covered here. As systems and equipment are tailored for each command, so too are the publications required to support the command. As was stated earlier, you may not know a specific detail of an operation or maintenance, but you should know where to get the information. Learn to use your instructions, technical manuals, and other publications early in your career. You can't go wrong.